

**District IV Citizen Review Panel Meeting
Central District Health Department
707 N. Armstrong Place, Boise, Idaho
Tuesday, July 2, 2019 ~ 4:00 PM – 6:00 PM**

Panel Members: Brian McCauley, Nicole Noltensmeyer, Kym Nilsen, Melissa Mezo, Teri Murrison, Shannon Pearson

Staff: Alexis Pickering (Central District Health Department)

Absent: Darcie Bobrowski

Citizen Review Panel Meeting Call to Order

Brian McCauley, Panel Chair, called to order the District IV Citizen Review Panel meeting at 4:00 PM.

Consent Agenda for May 7, 2019

Nicole requested to amend the agenda and switch the reporting standardization discussion and the Panel Quarter 3 Report, as some of the discussion items may spill over into the Executive Session.

Motion: Teri moved to amend the agenda to switch the reporting standardization discussion item with the Panel Quarter 3 Report. Melissa seconded. All in favor, motion carried.

Motion: Nicole moved and Teri seconded to approve the amended agenda. All in favor, motion carried.

CDHD Staffing Update

Alexis informed the Panel that she has accepted a new role with Central District Health Department and will no longer be supporting the Panel. CDHD will hire someone for Alexis's previous position and they will support the CRP, along with help from Jaime. Until someone is hired and acclimated, Alexis will continue to assist.

Panel Quarter 3 Report

Alexis presented the Q3 Report and asked the members to give her their in-kind hours per case reviewed during the months of April, May, and June. Each member provided their in-kind hours for reviewing cases. One hour will be added to each member for travel time to meetings, not including Kym who travels from Valley County. Members shared their identified barriers to the case review process and the success of adding Shannon to the Panel. Alexis asked for each member to provide the number of cases they've reviewed for the Quarter by COB Tuesday, July 9, 2019. Alexis will send a final draft of the report to the Executive Committee for approval before she submits it to the Legislative Oversight Committee on July 15, 2019. Alexis will also reach out to the Committee about their meeting schedule and whether or not there is another person she should send the report to. She hasn't received a confirmation or response from the Legislative Oversight Committee from the previous report that she submitted.

Reporting Standardization Discussion

Brian spoke to the value of capturing both quantitative and qualitative data for case review. However, gathering all the data is overwhelming and he would like to streamline and review the process. One potential option for when panel members need more context around a case is to communicate with the Guardian Ad Litem (GAL). Brian spoke to CASA (Court Appointed Special Advocates) and two guardians for his four cases and found that it was a valuable perspective. If panel members are interested, Shannon can connect them to CASA and get in touch with the case GAL. Members will need case numbers found on their case(s) in order to know which GAL is assigned to the case.

There was a discussion about how panel members assign the cases, along with the review process and next steps. Melissa hasn't been uploading the cases since she doesn't have access to the Google drive. Nicole recommended the panel hold a workshop on how to upload and report the data. Alexis resent the Google Drive link and Melissa is going to try and access the link. Brian will ask Darcie to put assigned members names on the Master List of Case Review next to the cases she's assigned to them. Shannon will receive four single-child cases and everyone else will not be assigned any cases to get caught up and upload their documents on the Google Drive. Brian asked Alexis to add 20 minutes of time at the next meeting agenda to go through a case file workshop. Teri will be gone next month. Melissa asked if anyone had a preference for family-cases. A single case with multiple children can be a lot more work than the several single-child cases. It was recommended that Darcie assign cases to panel members to include up to six children (sibling or non-sibling groups) or four cases each so the workload is fair and consistent.

Executive Session

Brian called for a motion to go into Executive Session at 5:04 PM. Nicole moved that the Panel go into Executive Session under Idaho Statute 74-206 (1)(d) to review records exempt from public disclosure; seconded by Kym; confirmed by roll call: Murrison, aye; Nilsen, aye; Noltensmeyer, aye; McCauley, aye; Pearson, aye; Mezo, aye.

At 5:57 PM, the Panel returned to regular session.

Adjournment: Brian adjourned the meeting at 5:58 PM.

Minutes prepared by Alexis Pickering